



MEMBERSHIP POLICY

Purpose

To specify the requirements and procedures for obtaining or renewing membership in ISAC.

Membership Classes

ISAC has two (2) categories of membership: Voting and Non-Voting Members

Voting Members: Individuals over the age of sixteen (16), who live or work within the boundaries of the Province of Ontario and who support the Mission Statement and Mandate of ISAC may apply to become voting members of ISAC.

Non-Voting Members: Organizations which support the Mission Statement and Mandate of ISAC may apply to become non-voting members of ISAC.

Authority to Accept or Deny Membership Applications

Acceptance of applications for membership is at the sole discretion of the Board of Directors.

Voting Membership Eligibility Criteria

Voting Membership in ISAC is open to individuals who:

- a) Demonstrate interest, acceptance and support of ISAC's mission, vision, goals and purposes;
- b) Agree to comply with ISAC's by-laws and policies, which may be amended from time to time;
- c) Do not have an ongoing or recurring conflict of interest or conflict of loyalty with ISAC individually or as an organization;
- d) Are at least 16 years of age;
- e) Live or work within the boundaries of the Province of Ontario; and
- f) Do not fall within a category of individuals to whom the membership disqualifications below apply.

Voting Membership in ISAC is **NOT** available to the following individuals:

- a) Individuals who do not support the mission, vision goals and purposes of ISAC as determined by the Board of Directors in its sole discretion;
- b) Current employees/contractors of ISAC; former employees/contractors of ISAC, unless one year has elapsed since their last day of employment or contract;
- c) Current employees or directors of Legal Aid Ontario ("LAO");



- d) Individuals who are directly associated with the administration of any federal, provincial and/or municipal government income support programs (e.g. EI, CPP, OW, ODSP, GAINS etc.);
- e) Individuals who are current employees or contractors of the governmental departments/ ministries responsible for the administration of any federal, provincial and/or municipal government income support programs (e.g. EI, CPP, OW, ODSP, GAINS etc.), or the current political staff of the departments/ministries responsible for these programs;
- f) Current employees of a legal services entity, including legal clinics, funded by LAO, other than those five (5) clinic employees who serve as Clinic Reps on the Board of Directors;
- g) Individuals involved with organizations that have competing interests or whose mission conflicts with that of ISAC, as determined by the Board of Directors in its sole discretion;
- h) Individual clients of ISAC until the time the client's file is closed at ISAC. In such case when individual becomes a client again, their membership will be temporarily suspended; and
- i) Family members of individuals to which any of the above categories (a) – (g) apply, including the following persons:
 - A) Spouse or cohabiting partner;
 - B) Child, sibling, parent and the spouse of such child sibling or parent;
 - C) Child, sibling, parent of the employee/former employee's spouse or cohabiting partner, and the spouse of such child sibling or parent;
 - D) Grandparent or grandchild;
 - E) Any other relative (e.g. aunt, uncle, niece, nephew, cousin) who lives in the same household.

Procedure

1. The administration of this policy is the sole responsibility of the Board of Directors of ISAC or such staff person(s) as may be designated by the Board of Directors.
2. Individuals who wish to be members or wish to renew their memberships must complete an Application for Membership/Renewal Form, as the case may be, in the most recent form designated by the Board of Directors, and submit it to the Board of Directors prior to the 1st day of April in each year.
3. Completed Applications for Membership will be reviewed by the Board of Directors or such persons as may be designated by the Board of Directors to determine whether the membership criteria are met.



4. A decision to approve membership applications shall be by resolution of the Board of Directors at its sole discretion, and the vote shall be recorded in the minutes of the meeting of Directors.
5. The Board of Directors or such staff person(s) as may be designated by the Board of Directors will notify applicants who have been approved as members of ISAC. Timeframe for processing membership applications will be no more than 90 days for applicants to be considered and informed about their application status.
6. Applicants who have been approved as members by the Board of Directors must be a member of ISAC for a minimum of thirty (30) days before exercising voting rights.

Expiry of Memberships

In accordance with ISAC's by-laws, all voting members, except for members who are currently Directors of ISAC, must submit a completed Application for Renewal Form, in the most recent form designated by the Board of Directors. The Application or Renewal Form should be submitted prior to 1st day of April in each year, and be approved by the Board of Directors, failing which, their memberships shall terminate.

Resignation

A member may resign at any time by giving notice in writing to the Chairperson of the Board of Directors. The effective date of a member's resignation shall be as stated on the written resignation.

Termination

An individual's membership may be terminated by a vote of at least two-thirds of the Directors present at a Board Meeting. The member whose membership is being proposed for termination shall be served with notice by registered mail or courier at least fourteen days before the meeting. The notice shall set out the grounds for the proposed termination of membership, and provide the member with a reasonable opportunity to make submissions.

Approved by the Board of Directors on June 18, 2020.
Revised by the Board of Directors on August 30, 2022.